# Beneficiary Feedback Plan[[1]](#footnote-1) MEL Plan (AMELP) Required Section

Look at your own MEL Plan. Do you have this section completed? If so, what does it say? As you go through this training, think through any changes you would make and add them here. If you don’t have this completed, use this time to develop a draft to share with your IP

1. Determination on whether collecting beneficiary feedback is appropriate for the activity. If not, then a written explanation for why not
2. Describe procedures for collecting feedback from beneficiaries.
3. Describe procedures for responding to feedback from beneficiaries.
4. Describe procedures for reporting to USAID.

**Beneficiary Feedback Plan Worksheet**

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| --- | --- | --- | --- |
| Beneficiary Group | What Will I ask them? | How will I ask them? | How will I use this information? |
|  |  |  |  |
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|  |  |  |  |

1. This is a required element of an Activity MEL plan, “as appropriate” per USAID ADS 201.3.4.10. [↑](#footnote-ref-1)